

EMPLOYEE OF THE YEAR
(THE DOROTHY PALEN AWARD)

To establish the award criteria and selection process for the Dorothy Palen or City Employee of the Year award.

BACKGROUND

Dorothy Palen retired from the City of Newport Beach Finance Department in 1993, after 47 years of dedicated service. Every year since her retirement, a Newport Beach City employee who best exemplifies the characteristics of Dorothy Palen has been selected as the Employee of the Year. This City Council policy specifies the award criteria and selection process to insure a deserving employee is selected as the Employee of the Year.

PROCEDURE

- A. Each year, all City employees will have an opportunity to submit a nomination to the Human Resources Director for Employee of the Year. All nominations must include a brief justification describing how the nominee specifically meets the established award criteria on a form available from the Human Resources Department.
- B. A Committee composed of the Human Resources Director, two Department Directors, and two other employees selected by the City Manager, will review the nominations and narrow the field of candidates to five employees. The committee shall specify the reasons for its recommendations.
- C. The names of the finalists with a written justification for selection shall be presented to the City's senior management staff for final selection.
- D. The selected employee shall be recognized at the annual Employee Awards Breakfast. The employee will be presented a plaque commemorating his/her recognition as Employee of the Year. A press release will be initiated which describes the award and honors the selected employee.
- E. To be nominated for the award, the recommended employee should be a role model for all City employees. The Award Committee's evaluation will be based upon work performed and/or organizational contributions made during the current calendar year.

- F. Specific award criteria which should be considered during the selection process are:

Initiative - The nominee is a self-starter, willing to originate action without instruction, and to introduce new ideas and methods to provide public services.

Integrity - The nominee steadfastly adheres to an ethical code that reflects the values of the organization.

Dependability - The nominee is reliable and trustworthy; a dependable person that encourages confidence about his/her support and follow-through.

Judgment - The nominee is able to perceive, distinguish, evaluate, and form sound opinions after due consideration and deliberation.

Cooperation - The nominee is able to accomplish his/her job tasks while establishing cooperative working relationships with other City employees and the public, based on sensitivity to the needs of others and concern for the common good.

Adopted - January, 21, 1994

Amended - February 27, 1995

Amended - February 24, 1997

Amended - March 22, 1999

Amended - April 13, 2004

Formerly J-4